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MEMORANDUM OF UNDERSTANDING

**SUBJECT:** Revised Procedures for Establishment of a Stand-by List and Subsequent Implementation of Travel in Connection with the Participation of ORR Personnel in the East-West Exchange Delegation Program

**RESCISSION:** Memorandum of Understanding dated 20 November 1958,  
Subject: Same

1. The AD/RR directed that the existing procedures for ORR participation in the East-West Exchange Delegation Program be examined with a view toward the establishment of more effective coordination of the interests of the various units and the top management of ORR in the Program.

2. The following individuals participated in the examination and revision of the current procedures:

25X1A9a [REDACTED] Chief, St/A/RR  
25X1A9a [REDACTED] SA/RR  
[REDACTED] Chief, St/I/RR  
[REDACTED] Special Assistant for Exchanges, OO

25X1A9a [REDACTED] O/DD/I, was invited to consider the problem from the DD/I point of view; however, he stated this was not a problem at the DD/I level, and therefore it would not be necessary for him to participate in the development of these procedures.)

25X1X4 25X1X4  
3. In accordance with Agency and ORR policy, it is desirable for purposes of supporting the exchange program and maximizing [REDACTED] to provide interpreters or substantive specialists to participate in the East-West Exchange Program as opportunities arise. The essential factors to be considered are primarily ones involving intelligence potential, qualifications of individuals, security, cover, training, administrative processing, and operational concurrences of interested officials and components of the Agency.

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4. The following procedural steps were agreed to:

A. Establishment of Stand-by Lists

(1) Chief, St/I/RR, will submit, semi-annually, to the SA/RR a listing of anticipated opportunities for ORR participation in the East-West Exchange Program both domestic and foreign. St/I/RR will indicate the types of individuals desired, including an indication of whether the primary qualification to be utilized is that of an interpreter or substantive specialist.

(2) The SA/RR, with such support from St/A/RR and St/I/RR as he may require, will establish an initial stand-by list, and will coordinate the inclusion of individuals on the list with the interested Division Chiefs or Staff Chiefs, the Area Chiefs, and the AD/RR.

(3) The SA/RR will forward copies of the proposed list as approved by the AD/RR to Area Chiefs concerned, Chief, St/I/RR, Chief, St/A/RR, and Special Assistant for Exchanges, OO. This list will be classified Secret-CIA Internal Use Only.

(4) The Chief, St/A/RR will forward one copy of the stand-by list as approved by the AD/RR to each of the following:

- 25X1A8a      (a) Chief, Personnel Security Division, Office of Security  
                 (b) Chief, Security Branch, OCI

25X1A8a

(5) The Office of Security, the OCI Security Branch, [REDACTED] will evaluate the eligibility of each nominee on the list for the type of participation indicated from a security [REDACTED] standpoint and will inform Chief, St/A/RR of preliminary concurrence or non-concurrence in each case. The Chief, St/A/RR, as Security Officer, ORR, will coordinate resolution of objections or disagreement with SA/RR, Special Assistant for Exchanges, OO, CCD, OS, and OCI Security Branch as necessary.

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(6) Additions and deletions (due to resignation, reassignment, or security considerations) of names to or from the stand-by list will be handled in the manner outlined above.

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(7) Chief, St/A/RR will arrange with Central Processing Branch and Medical Staff for placing individuals who are on the approved list in full stand-by status. St/A/RR will coordinate advance training insofar as possible with SA/RR, pertinent Division or Area Chiefs, and the Office of Training. [REDACTED] will be coordinated with the Special Assistant for Exchanges, OO, and [REDACTED] 25X1A8a

**B. Participation in a Specific Exchange**

(1) When it is determined that participation of an ORR employee in a specific exchange delegation is desired, Chief, St/I/RR will notify the SA/RR, providing him with all pertinent information, including type individual who should be selected and an indication as to whether or not OO funds are to be utilized in that instance.

(2) Utilizing such support from St/I/RR and St/A/RR as he may require, the SA/RR will prepare a memorandum to the AD/RR summarizing the proposal, indicating the views of the Area concerned and noting administrative problems connected therewith, if any, together with appropriate recommendations and the nomination of a specific individual. In cases of short deadline, this procedure may be handled on a verbal basis if necessary with subsequent record made by SA/RR.

(3) Upon approval of the proposal by the AD/RR, the SA/RR will so inform the individual concerned and his component Chief, the Special Assistant for Exchanges, OO, Chief, St/A/RR, and Chief, St/I/RR.

(4) Chief, St/I/RR will insure that the ORR participant is briefed on substantive interests of ORR components.

(5) Chief, St/A/RR, will insure that all administrative processing and appropriate security briefings not previously completed are accomplished. This includes preparation of the normal travel Staff Study, (DD/I Notice 22-100-5), if overseas travel is involved, preparation of travel orders, coordination of fiscal arrangements, and if necessary, final coordination

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SUBJECT: Revised Procedures for Establishment of Stand-by  
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[REDACTED] and Special Assistant for Exchanges, OO, and  
required immunisations and physical examinations. In addition  
to the normal distribution, St/A/RR will forward copies of the  
foreign travel Staff Study to:

- (a) Special Assistant for Exchanges, OO
- (b) Chief, Personnel Security Division, OS
- (c) Chief, OCI Security Branch

(6) Special Assistant for Exchanges, OO, will arrange for  
appropriate briefings of the participant by other CIA components,  
and when required, by representatives of other agencies.

CONCUR:

25X1A9a

[REDACTED]  
Special Assistant for Exchanges, OO  
25X1A9a

[REDACTED]  
25X1A9a Assistant to Assistant Director, OER

[REDACTED]  
25X1A9a Chief, Intelligence Information Staff, OER

[REDACTED]  
25X1A9a Chief, Administration Staff, OER

[REDACTED]  
25X1A9a Chief, Personnel Security Division, OS

[REDACTED]  
Chief, Security Branch, OCI

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